FACILITIES UNIT LEADER JOB AID

Position: Facilities Unit Leader

Section: Logistics Section

Mission:

To establish and maintain incident facilities (e.g., base, camp(s) and incident command post), to provide rest and sanitation facilities for incident personnel, and to manage base and camp operations.

Duties:

- Obtain a briefing from the Support Branch Director or Logistics Section Chief.
- Review Incident Action Plan.
- Participate in Logistics Section/Support Branch planning activities.
- Determine requirements for each facility to be established, including the command post.
- Prepare layouts of incident facilities.
- Notify unit leaders of facility layout.
- Activate incident facilities.
- Provide base and camp managers.
- Obtain personnel to operate facilities.
- Provide rest facilities.
- □ Provide security services.
- □ Provide facility maintenance services -- sanitation, lighting, and cleanup.
- Demobilize base and camp facilities.
- Maintain facilities unit records and unit/activity log (ICS form 214).